

## MACOMB COUNTY HIRING PROCESS

The Macomb County Human Resources Department shall administer the hiring and promotional process for County departments as authorized by the Board of Commissioners. The Macomb County Board of Commissioners shall establish a policy to review vacancies throughout the County. The Board may, at its discretion, amend this policy from time to time.

A Macomb County application for employment may be submitted at any time. It is the responsibility of the applicant to ensure the application is complete with supporting documentation. Most full-time and part-time positions shall be posted for ten (10) working days unless otherwise agreed to in the applicable collective bargaining agreement.

Information regarding County positions shall be displayed in the Macomb County Human Resources Department, on departmental bulletin boards Countywide, on the Macomb County 24-hour job hotline, and on the Macomb County Intranet and Internet. All applicants (internal and external) must use the approved form to apply for a County position. Incomplete applications may be considered invalid. All prequalifying tests must be completed with passing scores prior to the posting deadline.

The Human Resources Department, working with a representative of the hiring department, shall develop screening criteria prior to a review of any candidates. A Human Resources representative shall review the candidates' qualifications in accordance with the screening criteria or as provided in the applicable collective bargaining agreement to narrow the field to a qualified group for further consideration. The interview panel shall consist of at least two department representatives and one Human Resources representative. The Human Resources Department shall rank all candidates in accordance with the interview scores or as provided in the applicable collective bargaining agreement. Upon receipt of a recommendation (hire) form and the proposed starting salary from the hiring department, Human Resources shall contact the selected candidate to ensure continued interest.

The Human Resources Department shall conduct a background investigation to verify an applicant's qualifications and experience as stated in the employment application. Additional review may include but not be limited to reviewing licenses, criminal history, and other criteria a regulatory body may require. The Human Resources Department may extend a conditional offer of employment, pending the results of a medical examination and/or other background investigations which may be required by the County. All candidates must produce, on the first day of hire, the County's I-9 requirements. All new full-time and part-time employees must complete a Human Resources orientation.